

**CITY OF MONROE
CIVIL SERVICE COMMISSION
MINUTES OF WEDNESDAY, DECEMBER 12, 2012**



Minutes of the Civil Service Commission Meeting held on Wednesday, December 12, 2012 at 8:30 a.m. in the Second Floor Conference Room at Monroe City Hall.

PRESENT: Commissioner **Vititoe** and President Thompson.

EXCUSED Commissioner Turner

The meeting was called to order by President Thompson at 8:36 a.m.

It was moved by Commissioner **Vititoe** and supported by President Thompson to approve the minutes of the Civil Service Meetings held on Thursday, April 12, 2012 and Thursday, August 2, 2012.

Ayes: 2 Nays: 0 (**Commissioner Turner EXCUSED**).

Motion carried.

It was moved by Commissioner **Vititoe** and supported by President Thompson to certify the Police Officers Eligibility List.

Ayes: 2 Nays: 0 (**Commissioner Turner EXCUSED**).

Motion carried.

It was moved by Commissioner **Vititoe** and supported by President Thompson to certify the Fire Mechanic Eligibility List.

Ayes: 2 Nays: 0 (**Commissioner Turner EXCUSED**).

It was moved by Commissioner **Vititoe** and supported by President Thompson to approve the following dates for the quarterly Civil Service Meetings to be held in 2013:

Wednesday, March 13, 2013	8:30 a.m.	First Floor Conference Room
Wednesday, June 12, 2013	8:30 a.m.	First Floor Conference Room
Wednesday, Sept. 11, 2013	8:30 a.m.	First Floor Conference Room
Wednesday, Dec. 11, 2013	8:30 a.m.	First Floor Conference Room

Ayes: 2 Nays: 0 (**Commissioner Turner EXCUSED**).

After lengthy discussion regarding the revisions of the Civil Service Manual, it was decided to accept any changes/revisions of the manual through January 16, 2013. At that time, Peggy Howard, Human Resources Director will incorporate any changes and submit the amended manual to the appropriate persons for review by February 15, 2013, The manual will be presented at the Wednesday, March 13, 2013 Civil Service Meeting for approval.

It was moved by Commissioner **Vititoe** and supported by President Thompson to adjourn the meeting at 8:53 a.m.

Ayes: 2 Nays: 0 (**Commissioner Turner EXCUSED**).

Rosalind Boswell
Civil Service Secretary
December 12, 2012